

## Recreation Leader II

CITY OF MORGAN HILL

NOVEMBER, 2002

### RECREATION LEADER II TEMPORARY/SEASONAL FOR ALL FACILITIES

This is a seasonal, temporary position in the Recreation Division, and could be assigned to the Community Center or the Aquatics Center. The incumbent will assist other Recreation staff in carrying out day, week-end and summer recreational activities. The Recreation Leader II position will perform lead worker tasks and may supervise Recreation I positions.

In addition to the duties of the Recreation Leader I, the Recreation Leader II will assist in planning and organizing daily, weekly and seasonal activity schedules, understand and give verbal and written instructions, make handwritten notes and communicate orally to conduct outreach to surrounding neighborhoods, observe necessary precautions to ensure the safety of recreation participants and facilities, provide elementary instruction in arts and crafts, such as finger painting and paperwork and perform related duties as assigned. The Recreation Leader II will have prior work experience in a recreational or equivalent environment with increasing responsibilities.

Incumbents should have knowledge in youth sports and games, arts and crafts and children's activities, basic office procedures; skill in communicating tactfully and effectively with the public, prioritizing work and coordinating several activities, using initiative and sound independent judgment within established guidelines, operating standard office equipment, organizing and maintaining office files; ability to work outdoors in a variety of weather and atmospheric conditions, work irregular hours, shifts, or weekends as required, follow established safety regulations, perform in active physical events, follow oral and written instructions, take instructions from immediate supervisor and follow through with instructions, work harmoniously with staff, program participants and the general public, engage youth in activities and motivate participants, enforce City and Department rules and regulations, maintain excellent public relations with participants, parents and community members. Requirements for this position are:

**Must be at least 16 years of age;** have actively participated in sports programs, leadership, music, arts and/or music classes, or similar activities; experience supervising children and communicating with parents and the general public; have some experience in leadership activities and a minimum of one year's experience as a Recreation Leader I of related work. **Must be enrolled as at least a Junior in High School.** Must pass a mandatory drug screen and fingerprinting and possess a valid California Class C driver's license in compliance with adopted City driving standards.

**The following machines, tools and equipment will be used:**

Automobile, keys to City locks, forms, pencils, and pens, computer monitor, keyboard and printer, copy machines, fax machines, calculator, telephone, recreation equipment.

**Physical demands:**

Mobility, speaking/hearing, seeing, sitting, standing, or walking for expended periods of time, use of fingers/manual dexterity, driving.

**Environmental and atmospheric conditions:**

Indoors: office conditions, 50% of time, outdoors: varying conditions, 50% of time, noise level: conducive to office and field setting, lighting: conducive of office and field setting, flooring: low level carpeting, ventilation: provided by central air conditioning, dust: normal, indoor levels, travel.